

December 2, 2003

SUBJECT: **INVITATION TO THE TSG MEETINGS**
 MARCH 10 - 18, 2004
 IN PHOENIX, AZ, USA

Dear Colleagues,

On behalf of the “North American Friends of 3GPP” I am pleased to invite you to the TSG meetings in Phoenix, AZ, USA.

The meetings will be held at the **Embassy Suites Hotel Phoenix - Scottsdale**. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced room rate is \$159 + tax for single or double occupancy and includes a full cooked to order breakfast each morning. Please read the reservations section of the invitation for more information regarding booking your room.

Please take a few minutes to register for the meeting. The registration form can be found on the 3GPP website. Please visit <http://webapp.etsi.org/3GPPRegistration/fMain.asp?mid=> to register on line. Your completed registration helps in the accurate planning of the meeting.

Meeting directions and general information are provided in the following pages.

The chairman will send the meeting agenda as soon as possible.

We are looking forward to seeing you in Phoenix.

Sincerely,

Gary Jones on behalf of the “North American Friends of 3GPP”
T-Mobile
Tel.: +1 202 654 5950
Gary.Jones@T-Mobile.com

The “North American Friends of 3GPP”
AT&T Wireless, Cingular Wireless, Ericsson, InterDigital Communications, Lucent, Nokia, Nortel Networks, Sharp Laboratories, Skyworks Solutions, T-Mobile, TruePosition

General Meeting Information

Meetings and Dates:

TSG CN – March 10 – 12, 2004

TSG T – March 10 – 12, 2004

TSG RAN – March 10 – 12, 2004

TSG SA – March 15 – 18, 2004 (Start 9:00 AM Monday and close by 1:00 PM Thursday)

Location:

Phoenix, Arizona

Hosts:

The “North American Friends of 3GPP”

AT&T Wireless, Cingular Wireless, Ericsson, InterDigital Communications, Lucent, Nokia, Nortel Networks, Sharp Laboratories, Skyworks Solutions, T-Mobile, TruePosition

Contact:

Gary Jones on behalf of the “North American Friends of 3GPP”

T-Mobile

Tel.: +1 202 654 5950

Gary.Jones@T-Mobile.com

Hotel Address and Contact Information:

Embassy Suites Hotel Phoenix – Scottsdale

4415 Paradise Village Parkway South

Phoenix, AZ 55032

Tel.: + 1 602 765 5800

Fax.: +1 602 765 5892

Hotel Website:

<http://www.embassysuites.com/en/es/hotels/index.jhtml?moreDesc=true&ctyhocn=PHXPVES>

Room Rate:

\$159 + tax

This room rate is for single or double occupancy and includes a full, cooked to order breakfast each morning.

Complimentary Reception:

There is a complimentary Managers hosted Reception every evening from 5:30 - 7:30pm served in Tatums lounge.

Cut-off Date:

February 5, 2004

Please be sure to make your reservation before the cut off date to insure the lower group rate. Rates may be significantly higher after the cut-off date.

Check-in/Check-out Times:

Check in – 3 pm

Check out – 12 pm

Reservations:

Reservations may be made via telephone or fax. Delegates may call the hotel directly at **+1 602 765 5800** or call **Toll Free +1 800 EMBASSY** within the US. To make a reservation by fax, please complete the form on the last page of this invitation and fax it to **Fax: +1 602 765 5892**.

Cancellation:

Reservations must be cancelled 48 hour prior to arrival to avoid a penalty of one night's room and tax. Please be sure to ask for a cancellation number should you need to cancel your reservation.

Please Note: The SK Group is not responsible for reservation confirmations, cancelled or changed reservations or no-shows. Please contact the hotel directly to make any changes.

Airport:

Sky Harbor International Airport (PHX)

Wireless LAN:

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN for document distribution. Please be sure to bring your wireless LAN card to the meeting.

Phone/internet charges:

Each delegate is responsible for verifying any toll charges that may be incurred by placing local, long distance and toll-free calls from a guest room.

There is no connection fee for +1 800 calls. Local calls made from the guest room will be charged a connection fee of \$0.75.

Please note that this was the cost of calls at the time this invitation was distributed. This charge is subject to change.

GSM Coverage:

There is GSM coverage in Phoenix.

Cell Phone Rental:

The SK Group has arranged special rates for 3GPP delegates with Cellhire, the world leader in wireless rentals. Cellhire is able to provide mobile communications nearly anywhere in the world. Please contact (877) 467-1355 and quote affiliate #3909 to receive your special rate and more information, or visit this link:

<http://www.cellhire.com/affiliate?dref=>>3909>

Time Zone:

Mountain Time Zone

Taxi/Shuttle Information:

Taxi - \$25

Shuttle – \$15

Directions From Sky Harbor International Airport:

- Take I-10 West one mile.
- Go north on Hwy 51 / Squaw Peak Pkwy for nine miles.
- Exit at Cactus Rd. East - go right.
- Drive 1 1/4 miles to Paradise Village Pkwy South.
- Go right on Paradise Village and hotel is 1/4 mile on the right.

Rental Car Information:

AVIS:

www.avis.com

US Reservations: +1 800 331 1212

BUDGET:

<https://rent.drivebudget.com/Home.jsp>

US Reservations: +1 800 527 0700

HERTZ:

US toll-free reservations: +1 800 654 3001

www.hertz.com

THRIFTY:

US toll-free reservations: +1 800 847 4389

www.thrifty.com

Parking:

Parking is complimentary.

**Voltage:
110v**

Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting.

Visa Information:

Please contact Shannon Kolka via email at Shannon@theskgroup.com should you require a personal letter of invitation for a visa application. Your email must include the following information in order for it to be processed:

1. Family name (last name):
2. Forename (first name):
3. Birth date (month/date/year):
4. Passport number and issuing country:
5. Gender:
6. Company name:
7. Occupation/Position:
8. Company/mailing address:
9. Postal Code:
10. Country:
11. Telephone number:
12. Fax number:
13. Name of meeting:

In addition, you may be asked for specific documentation showing strong social, economic, and other ties to your home country. The US State Department says in general that documentary evidence of financial holdings, property or real estate and family residence documents, etc. may be required by foreign applicants. Documents in a foreign language should have a notarized translation attached.

Please be aware that it may take up to 6 to 8 weeks for visa approval so make your request for the invitation letter as soon as possible. Letters of invitation will be sent to you via fax and only be sent via Federal Express mail upon special request.

Please do not contact ETSI, the meeting chairman, or the “North American Friends of 3GPP” representative for a visa letter. Letters will be processed within 7 days of receiving an email request. If you have not received your letter within 7 days or have any changes after receiving a faxed copy, please contact Shannon Kolka at Shannon@theskgroup.com.

Phoenix Dining:

Please visit the following sites for a complete listing of local restaurants and reviews.

<http://www.buzzclub.com/>

<http://www.azmetro.com/phxmetro.html>

Arizona Information:

<http://www.arizonaguide.com/home.asp>

Area Attractions

A complete guide to Phoenix

<http://www.phoenixcvb.com/>

<http://www.allaboutphoenix.com/>

Weather

Current weather conditions in Phoenix

<http://weather.cnn.com/weather/forecast.jsp?locCode=PHX>

Nightlife

<http://www.canoeman.com/Phoenix/clubs.html>

Shopping:

http://www.frommers.com/destinations/phoenix/24_indshop.html

Please direct any questions regarding the logistical arrangements of this meeting to the
3GPP Meeting Coordinators:

The SK Group
Suzanne Schlanger
Shannon Kolka
Tel. +1 310 286 9262
Fax +1 310 286 9263
Suzanne@theskgroup.com
Shannon@theskgroup.com

Have a great meeting and enjoy your stay in Phoenix!

**3GPP Meetings— March 10 - 18, 2004
 Hotel Fax Reservation Form for
 Embassy Suites Hotel Phoenix - Scottsdale
 4415 E. Paradise Village Parkway S.
 Phoenix, Arizona 85032
 Tel.: +1 602 765 5800 Fax: +1 602 765 5892**

Cut-off Date: February 5, 2004

Room Rate: \$159 USD + Tax

Cancellation Policy: Reservations must be cancelled 48 hours before arrival to avoid a penalty of one night's room and tax.

Name of Meeting: 3GPP

Meeting Date: March 9 – 19, 2004

**Please fax this form to the Embassy Suites Hotel Phoenix – Scottsdale
 Fax: +1 602 765 5892**

Guest Information

Name of Guest:	
Number of people:	
Guest Address:	
Date of Arrival:	
Date of Departure:	
Guest Telephone Number:	
Guest Fax Number:	

Billing information to be used as a guarantee

Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Billing Address:	
Signature:	

Room Type (Please circle one)

Smoking Non-Smoking

Single Double

Please make your reservations before the cut-off date (February 5, 2004) to insure the reduced group rate. If you need assistance in making your reservation, please do not hesitate in calling the hotel.

**Embassy Suites Hotel Phoenix – Scottsdale
 Tel.: +1 602 765 5800**